

COMMISSIONER OF CENTRAL POLICE SERVICES

Z032
Unclass.
JG XVIII
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering, developing, promoting and coordinating programs of centralized professional and technical services for local police on a County-wide basis, so as to provide maximum efficiency of manpower and resources. Work is performed under the general direction and policy determinations of the Erie County Executive. Supervision is exercised over department personnel through subordinate executives. Does related work as required.

TYPICAL WORK ACTIVITIES:

Recommends policy to the County Executive and the County Central Police Services Board of Trustees and discusses major problems with the Board and reports on progress made toward their solution;
Formulates operational policies for application within the department and for participating police agencies in the Cities, Towns and Villages;
Executes a program consisting of implementation of centralized services such as training of police officers, crime detection laboratory, communications and law enforcement information systems;
Confers regularly with operating and supervisory personnel in the resolution of problems and to provide a consultative service on improvement and development of programs;
Conducts joint meetings with officials of participating agencies and directors of services to develop programs and appraise their effectiveness;
Prepares reports on program progress and evaluation in relation to goals and objectives for the Board of Trustees, Department of Central Police Services and for the County Executive;
Prepares departmental budget and administers same;
Keeps abreast of the latest developments and trends in police administration.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the general principles and practices used in modern law enforcement administration and crime prevention and control; thorough knowledge of business management and public administration; ability to conduct meetings and coordinate phases of administrative and technical nature of County-wide central police services; ability to get along well with others; ability to resolve problems and make decisions; tact; sound professional judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Criminal Justice or related field, and ten (10) years of police supervisory and/or administrative experience in an organized police department or law enforcement agency.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

